

2011/12 & 2012/13

# Beverage Container Recycling Grant Solicitation



*The California Department of Resources Recycling and Recovery (CalRecycle) is providing up to \$750,000 in the fiscal year 2011/12 and \$1,500,000 in the fiscal year 2012/13 to promote increased recycling of beverage containers throughout California, pursuant to Public Resources Code (PRC), Division 12.1, Chapter 7, Section 14581(a)(5). Organizations interested in applying must submit a Phase 1- Concept Form to CalRecycle by 3:00 p.m. PDT, Tuesday, Oct. 11, 2011.*

## BACKGROUND

CalRecycle administers the California Beverage Container Recycling and Litter Reduction Act (Act) which governs the recycling of California Redemption Value (CRV) beverage containers. The Act was established to eliminate waste, increase recycling and conserve natural resources. The primary goal of the recycling program is to achieve an 80 percent recycling rate for all aluminum, glass, plastic and bi-metal beverage containers sold in California.

## GRANT FOCUS

CalRecycle is seeking projects that implement new or enhance existing programs to provide convenient beverage container recycling opportunities in various locations statewide. Eligible projects include, but are not limited to, the following locations:

- Bars and restaurants
- Colleges/universities/schools
- Community events
- Curbside
- Entertainment/hospitality venues
- Fitness centers
- Multifamily dwellings
- Office buildings
- Parks/recreational areas
- Sporting complexes

## WHO CAN APPLY?

Anyone - individuals, government entities, businesses, and non-profit organizations may apply.

## APPLICATION PROCESS

The application process consists of two phases:

### Phase 1 - Concept

### Phase 2 - Proposal

*In Phase 1*, interested applicants must submit a Concept. CalRecycle reviews each concept and provides a “pass” or “fail” score.

*In Phase 2*, applicants receiving a “pass” score in Phase 1 are invited to develop their concept into a proposal. A committee evaluates the proposals and awards funds to those receiving the highest scores. An invitation to submit a proposal is not a guarantee of funding.

## QUESTION/ANSWER PERIOD

Program-specific questions regarding the application must be submitted in writing. Questions can be submitted via e-mail to [BevContainerGrants@calrecycle.ca.gov](mailto:BevContainerGrants@calrecycle.ca.gov) or mail to:

### CalRecycle

The Beverage Container and  
Tire Recycling Grants Section  
Attn: Divina Cadiz  
P.O. Box 4025  
Sacramento, CA 95812-4025

Questions and answers will be posted weekly on CalRecycle’s website at <http://www.calrecycle.ca.gov/BevContainer/Grants/BevContainer/FY20111213/Apply/QandA.htm> and may be mailed or faxed upon request to applicants without Internet access. In order to maintain fairness among all applicants, questions regarding

specific projects cannot be answered. Please refer to the anticipated schedules on pages two (2) and three (3) for specific dates.

## PHASE 1 CONCEPT REQUIREMENTS

To qualify for review in Phase 1, Concepts **must** meet all of the following requirements:

- Received by CalRecycle no later than 3:00 p.m. PDT, **Tuesday, Oct. 11, 2011.**
- Submitted using the Concept Form provided by CalRecycle and not exceed two (2) double-sided pages. The text should be a minimum 10-point type size and printed on 8 1/2” x 11” office paper.
- Include one (1) original and three (3) copies of the Concept Form.
- Support the specified grant focus.
- Submitted by an entity in good standing with CalRecycle (no outstanding fines, penalties or audit findings due to CalRecycle).
- Include proof of organizational status and authority (if applicable): Provide a copy of your partnership agreement (if a partnership), Articles of Incorporation or Organization (if a corporation or limited liability company), and proof of nonprofit status if a nonprofit organization. Government agencies are not required to provide proof of nonprofit status. Provide a copy of any current fictitious business name statement and business license, if applicable.

CalRecycle will disqualify Concepts not meeting the Phase 1 Concept requirements.

## PHASE 1 CONCEPT FORM

### Organization's Experience

Briefly explain how the organization is qualified to implement the project (geographic location, prior involvements in the area, and experience working with the project clientele).

### Project Description:

- Briefly summarize the project and explain how it provides convenient beverage container recycling opportunities in California. Include the geographic area affected and target audience.
- Describe the overall goal(s) and objective(s) for implementing the project. The goal must be quantifiable. For example: The goal of this project is to capture 2,000 lbs. of beverage containers per month or increase beverage container collection by 20 percent.
- Identify any partner(s), their role(s) and/or financial commitment(s), if applicable, in implementing the project.

### Project Need:

- Briefly explain why this project is needed and how the project will benefit the community and the environment.
- Describe the existing beverage container collection system in the area (if any) and include how the project will improve the existing system.
- Provide an estimated number of CRV beverage containers that will be recycled as a result of this project.

**The amount of funding requested in Phase 1 is the amount that will be considered throughout the process. Additional funds cannot be requested at Phase 2, the Proposal Phase.**

## PHASE 1 SCHEDULE

**Sept. 1, 2011**

Release Solicitation

**Sept. 1 - Sept. 30, 2011**

Question and Answer Period

**Oct. 11, 2011**

Phase 1 - Concepts Due

**Dec. 5, 2011**

Invite Phase 1 applicants to develop proposals

## PHASE 1 HOW TO SUBMIT CONCEPT

Concepts must be mailed or hand delivered to the following address:

### CalRecycle

Beverage Container Recycling  
Grant Program  
Financial Resources Management  
Branch, 9th Floor  
P.O. Box 4025 - 1001 I Street  
Sacramento, CA 95812-4025

**Concepts will not be accepted electronically or by fax. Information provided after the final filing date of 3 p.m. PDT, Tuesday, Oct. 11, 2011 will not be considered.**

## PHASE 2 PROPOSAL REQUIREMENTS

To qualify for review in Phase 2, proposals **must**:

- Have received a "pass" score in Phase 1 and received an invitation from CalRecycle to submit a proposal.
- Be submitted before the BCRG Phase 2 application due date on **January 17, 2012**. Mailed applications must be postmarked by the due date; hand-delivered applications must be received and date stamped by CalRecycle no later than 3:00p.m. on January 17, 2012.
- Be submitted on the Proposal Form provided by CalRecycle and not exceed:
  - Five (5) double-sided pages. (Maps, graphs, charts, letters of support, diagrams, audits or other supporting documentation are not counted as part of the maximum page requirement.)
- Submit a total of five (5) complete Proposal Application Forms.

- One (1) original Proposal Application Form with supporting documentation.
- Four (4) copies of the Proposal Application Form with supporting documentation.
- Have Proposal Form signed by a person with authorization to bind the individual, entity or organization to a grant agreement.

CalRecycle will disqualify proposals not meeting the requirements.

## PHASE 2 PROPOSAL FORM

Complete the entire Proposal Form, including the Assembly and Senate district number(s). District numbers may be found on the Web site at: <http://www.leginfo.ca.gov/yourleg.html> or by contacting your county library or county clerk.

### Project Description and Need

- Provide a thorough overview of the project. Include the target audience and region where project activities will take place.
- Provide a thorough explanation why the project is needed.
- Explain how this project will benefit the community and the environment.
- Describe the existing beverage container collection system in the area (if any) and include how the project will improve the existing system.
- Identify challenges the project will address and how this project will provide a solution.
- Describe efforts to research the project (i.e., pilot projects, research on similar programs, tonnage information, projected sales, waste audits, studies, surveys, etc.) and include documented data as evidence to prove the project is the most effective system for capturing CRV material in the targeted area. Include the potential amount of CRV material to be recycled. The estimated amount of material must be supported by reliable data to receive credit.
- Identify any partners and their role(s) in implementing the project.
- Partnerships must be evidenced by letters of commitment and/or other signed documents, which explain the relationship and outline contributions. General letters of support that do not specify financial contributions will not increase the number of points awarded.

## Goals and Objectives:

- Identify the goal(s) and objective(s) to be achieved as a result of implementing the project.
- Provide baseline data on the current system (if applicable) and identify the expected outcome once the new project is in place. Goals and objectives must be measurable and support the grant focus.
- Describe the strategies that will be implemented to achieve the project goals.

## Implementation Schedule:

- List the major activities, steps or tasks necessary to implement your project, including start and completion dates.
- Provide a logical time frame for activities, taking into consideration the potential for delays.
- Include 12 months of CRV volume reporting after the date the program is in place.
- Use the schedule provided to determine start dates.

## Budget:

- Complete the budget section of the Proposal Form.
- Provide itemized costs associated with project activities (personnel, equipment and operating expenses).
- All line items must be necessary, reasonable and cost-effective. Provide documentation (bids, quotes, estimates, etc.) to support the requested costs.
- Provide narrative justification to support all requested expenditures in the space provided.
- Funds requested should be related to project start-up and not for on-going operation, salaries or maintenance costs.
- Overhead expenses and administrative costs are not allowed.
- Applicants are encouraged to consider the following when developing the budget:
  - Obtain a minimum of three (3) bids for products and services over \$1,000 and to retain copies of all bids for review if the grant is awarded.

- Cost of signage for collection bins, future price increases, sales tax, shipping/delivery and other fees.
- Recycled-content equipment and products manufactured from recycled and/or post-consumer beverage container material.
- Identify any budgetary contributions, matching funds and/or cost savings derived from volunteers or in-kind services. Do not identify CalRecycle funds as part of matching funds.

## Performance Measures:

- Identify how volume collected will be measured. Include the methods for collecting and tracking it.
- Describe how the progress/success of the project will be measured throughout the project and at the end (i.e. monthly volume reports).
- Explain how evaluation findings will be used to modify or improve the project.

## Project Sustainability

- Provide a detailed plan for continuing the program after the grant term ends. Include all information pertaining to financial resources and commitments that will ensure long-term continuation of the program (i.e., tasks, staff, time frame, salaries and deliverables).
- Describe how the program will be monitored and evaluated following the grant term. Identify who will be responsible for these tasks after the grant term ends.
- For local governments: provide a copy of the local jurisdiction's land use or permitting policy on the siting of multi-material recycling centers, reverse vending machines, mobile recycling units, or other types of recycling opportunities. If the land use permitting policy is not favorable on the siting of the above, describe what was done to mitigate the restriction.

## Quality of the Proposal:

- Proposal is clear and provides adequate detail and data.

- Project is well-planned from beginning to end, and identifies the resources required.

## PHASE 2 HOW TO SUBMIT PROPOSAL

Proposal Forms must be submitted by mail (certified mail is recommended) or hand delivered to the following address:

**CalRecycle**  
Beverage Container Recycling  
Grant Program  
Financial Resources Management  
Branch, 9th Floor  
P.O. Box 4025 - 1001 I Street  
Sacramento, CA 95812-4025

**Proposals will not be accepted electronically or by fax. Information provided after the final filing date of Tuesday, Jan. 17, 2012 will not be considered.**

## PHASE 2 SCHEDULE

**Dec. 12 - Jan. 9, 2012**  
Question and Answer Period

**Jan. 17, 2012**  
Phase 2 - Proposals Due

**April 9, 2012**  
Awards Announced

**June 1, 2012**  
2011/12 Projects Begin

**July 1, 2012**  
2012/13 Projects Begin

## PHASE 2 PROPOSAL EVALUATION AND SCORING

An evaluation committee reviews and scores proposals according to the Phase 2 scoring criteria. Scores are based on the merits of the information submitted in the proposal.

The evaluation committee may suggest modifications to the budget and/or work plan. All modifications are noted in the funding recommendation. CalRecycle Deputy Director has final approval of awards.

## PHASE 2 SCORING CRITERIA

<b>25</b> POINTS	<b>Project Description and Need:</b> Description is detailed, clear and identifies target audience (includes documentation of commitment from target) and region where activities will take place. Provides a thorough explanation of why the project is needed. Explains how the project will benefit the community and the environment. Describes the existing beverage container collection system in the area (if any) and includes how the project will improve the existing system. Identifies challenges the project will address and how the project will provide a solution. Describes the effort to research the project and includes documented data as evidence to prove the project is the most effective system for capturing CRV material in the targeted area. Provides the potential amount of CRV materials recycled. The estimated amount of material is supported by reliable data. Demonstrates multiple, committed partnerships and extensive coordination with other agencies, organizations or entities. Partnerships are evidenced by letters of commitment and/or other signed documents which explain the relationship and outline contributions.
<b>10</b> POINTS	<b>Goals and Objectives:</b> The goal(s) and objective(s) are clear, measurable, and support the grant focus. Describes in detail what will be accomplished by completing this grant project. Provides baseline data and relevant objectives for achieving the goal. Includes logical strategies for achieving the goal.
<b>10</b> POINTS	<b>Implementation Schedule:</b> Identifies major activities, tasks, and deliverables required to successfully complete the project within the grant term and with available resources. Provides a logical time frame for accomplishing the activities with start and completions dates, including 12 months of CRV volume collection.
<b>20</b> POINTS	<b>Budget:</b> Provides a complete, itemized cost breakdown consistent with project activities. All line items are necessary, reasonable and cost-effective. Line items are clearly described and justified. Provides bids, estimates or other documents to support the requested costs. Identifies budgetary contributions and /or matching funds (other than the CalRecycle's) and cost savings derived from volunteers or in-kind services. Includes letters of support identifying financial contributions. Amount requested provides the most effective collection of beverage containers per dollar for project type.
<b>5</b> POINTS	<b>Performance Measures:</b> Identifies measurable data to be collected and methods for collecting and tracking. Describes how interim progress and final outcome/success of the project will be measured and evaluated. Describes how evaluation findings will be used to modify/improve the project.
<b>20</b> POINTS	<b>Project Sustainability:</b> Identifies the necessary resources for ongoing operation (after the grant term ends) and identifies how costs will be covered without additional CalRecycle funding. Provides letters of commitment and/or financial resources for continuing the project after the grant term ends. Describes how the project will continue to be monitored and evaluated. Identifies who will be responsible for monitoring and evaluating the project after the grant term ends. Provides a copy of land use or permitting policy on recycling opportunities, if applicable.
<b>10</b> POINTS	<b>Quality of the Proposal:</b> Proposal is clear and provides adequate detail and data. Project is well-planned from beginning to end, and identifies the resources required.
<b>100</b> POINTS	<b>Total Possible General Review Criteria Points</b>
<b>10</b> POINTS	<b>Bonus Points/Additional Considerations:</b> <ul style="list-style-type: none"> <li>• Five (5) points will be awarded if applicant can provide a detailed explanation that proves the project serves an underserved area or areas having limited beverage container recycling capacity or infrastructure.</li> <li>• Five (5) points will be awarded if applicant has not received Beverage Container Recycling grant funds from CalRecycle within the last five (5) years.</li> </ul>
<b>110</b> POINTS	<b>Overall Possible Score (General Review Criteria and Bonus Points)</b>



## GRANT ADMINISTRATION

Grants awarded by CalRecycle are administered through a grant agreement. Grant agreements consist of terms and conditions, grant summary, implementation schedule, budget and grantee certification of compliance. Terms and Conditions may be downloaded from CalRecycle Website by clicking on the exhibits link: <http://www.calrecycle.ca.gov/BevContainer/Grants/BevContainer/FY20111213/Agreement/ExhibitA.pdf>.

Submission of an application constitutes an acknowledgment that you have read these Terms and Conditions and understood and agreed that they will be part of the Grant Agreement upon an award of any grant funds. The text of these Terms and Conditions may not be altered, changed or revised in any way, except in writing by mutual agreement of the parties pursuant to the Amendment provision herein. In the event of any dispute regarding the content of these Terms and Conditions, the original document contained in the grant cycle file located at the Department of Resources Recycling and Recovery, 1001 I Street, Sacramento, CA 95814 will control. These Terms and Conditions are applicable only to the specified cycle and/or Fiscal Year of the particular grant program specified.

All expenses incurred by the grantee are reimbursed in arrears, based on actual costs, and require compliance with the grant agreement. Advance payments of grant funds are not allowed. Expenses incurred prior to the effective date of the grant agreement or after the termination date of the grant agreement are not reimbursable. CalRecycle will retain ten (10) percent of each reimbursement until all tasks outlined in the grant agreement are completed. Final payment of the retained funds will be made only after approval of the final report.

As a condition for receiving grant funds, grantees must comply with all certification or registration requirements (if applicable). Grantees are required to submit status reports, including volume and revenue information, for all CRV materials collected.

## NOTES